

F & A - Fiscal Director 1

Tennessee Department of Finance and Administration

Division of Accounts

Location: Nashville, Tennessee

Salary Range \$5,259 - \$9,465 (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The F&A Fiscal Director¹ manages the general ledger accounting and revenue processes for the Centralized Accounting Agencies. , reports to the Centralized Accounting Director and services the Centralized Accounting Agencies as part of the F&A centralized accounting initiative.

Duties and Responsibilities:

- Develops strategies and process improvements for achieving departmental goals based on deadlines and best practices, including year-end closing.
- Supervises, trains, and provides strong leadership to the general ledger accounting and revenue team ensuring compliance with GAAP and state requirements and policies.
- Serves as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Directs the preparation of complex and difficult management and financial reports and supporting documents for external and internal customers.
- Monitors, analyzes and reviews transactions and entries to ensure compliance with federal and state laws, rules, and regulations.
- Reviews and maintains the monthly checklist and reconciliations to ensure all transactions are recorded and reviewed timely.
- Runs queries in Edison (PeopleSoft) and utilize excel skills to ensure journals are appropriately recorded in the general ledger and reconciliations are complete.
- Monitors new policies and procedures for their impact on current business processes.
- Guides, directs and motivates subordinates, this includes planning, developing, organizing and supervising the work, develops process improvements to enhance workplace efficiency and resolves interpersonal conflicts to enhance teambuilding and generates a positive working environment.
- Develops performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Assists in the month end and year-end close process ensuring deadlines are achieved.
- Develops workload requirements and temporary and permanent staffing needs to meet deadlines and facilitate efficient task completion.
- Effectively communicates with Centralized Accounting Agencies to provide value and service. Develops a trusting collaborative relationship with agency management and resolves conflicts.
- Assists with special projects and develops accounting processes as part of the Centralized Accounting initiative.
- Identifies and interviews candidates and develops hiring recommendations
- Develops buy-in with business partners for changing business processes and management objectives

Required Education/Experience:

- Graduation from an accredited college or university with a bachelor's degree in business administration, accounting, or related acceptable field. Experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including, at least, one year of experience in the supervision of fiscal and/or auditing staff

Knowledge, Skills, and Abilities:

- Intermediate to advanced excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Strong knowledge of GAAP and financial internal control systems.
- Strong knowledge of management and leadership skills
- CPA preferred, but not required

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Alicia.Reynolds@tn.gov

For more information please contact:

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